



414 East First Street  
PO Box 970  
Newberg, OR 97132

## RELEASE FOR CRIMINAL HISTORY RECORDS CHECK

I hereby release the City of Newberg ("City"), the Law Enforcement Data System ("LEDS") and the Department of Motor Vehicles ("DMV"), their agents and assigns, from any liability for access to my criminal history and motor vehicle records, including, but not limited to any arrests, warrants, convictions and disposition of charges. I understand that these matters are confidential, and I give my full release and agreement to the City to use LEDS and DMV information to determine my eligibility for volunteer employment and/or membership in the City of Newberg.

The City shall make all reasonable efforts to keep this information confidential. However, I release the City, LEDS and DMV from liability concerning the release of this information.

Applicant's Full Name: \_\_\_\_\_  
Driver's License No.: \_\_\_\_\_ State: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_

DATED this \_\_\_\_ day of \_\_\_\_\_, 2018.

Applicant's Signature: \_\_\_\_\_

**Check one:** \_\_\_\_ Employment \_\_\_\_ Volunteer

Position/Purpose: \_\_\_\_\_

Department: \_\_\_\_\_

Contact Person/Supervisor: \_\_\_\_\_

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Please return this form via fax to 503 549-5631 Att: Anna Lee - HR

**"Working Together For a Better Community-Serious About Service"**

## **Minimum Qualifications**

- United States Citizen.
- Possess a high school diploma or equivalent.
- Twenty-one years of age or older.
- Possess and maintain a valid license to operate a motor vehicle.
- Applicants must be in good health and good moral character.
- Meet all applicable medical and physical requirements.

## **Additional Disqualifiers**

An application will not be processed for any of the below listed reasons.

- A felony conviction under state or federal law.
- A misdemeanor conviction relating to domestic violence, sex crimes, fraud, or moral turpitude.
- Other misdemeanor conviction within the last five years.
- Conviction for minor in possession of an alcoholic beverage within the last 12 months.
- Conviction for a major traffic offense or a DUII diversion within the last five years.
- Criminal (Felony/Misdemeanor) operator's license suspension within the last five years.
- Three or more hazardous traffic violation convictions within the last two years.
- Careless driving conviction within the last three years.
- Conviction for an open container of an alcoholic beverage within the last 12 months.
- Conviction of a Class A traffic violation within the last three years.
- Five or more traffic violation convictions, including suspensions, within the last three years.
- Operator's license suspension within the last three years.
- Possession, sale, distribution, manufacture, or use of an illegal drug within the last 10 years.
- Personal use of marijuana within the last 3 years.
- Discharge from any branch of the Armed Forces classified as Other Than Honorable, Bad Conduct, or Dishonorable.
- No valid operator's license.
- Operator's License Expired.
- Operator's License Suspended.
- Convicted Arrest Record in violation of OAR 259-008-0070 Not Eligible to be Certified Police Officer by DPSST.

Each applicant must be of good moral fitness (moral character). The following are indications of a lack of good moral fitness.

- Illegal conduct involving moral turpitude.
- Conduct involving dishonesty, fraud, deceit, or misrepresentation.
- Intentional deception or fraud or attempted deception, or fraud in any application, examination, or other document.
- Conduct that is prejudicial to the administration of justice.
- Acts or conduct which would cause a reasonable person to have substantial doubts about the individual's honesty, fairness, respect for the rights of others, or for the laws of the state and/or the nation.
- Conduct that adversely reflects on the individual's fitness to perform as a law enforcement officer.